

The North Dakota Academy of Science
RULES for PREPARATION of PROFESSIONAL COMMUNICATIONS - OVERVIEW

A word about reviewing — you'll read the word review here and below. This year, the NDAS council has decided that all papers submitted will not be subject for "merit" review, rather only for style and format review. Questions? Call me.

ELECTRONIC SUBMISSION —

MAIL TO ndas@medicine.nodak.edu

Attach your communication and associated graphics files

SUBJECT: NDAS ABSTRACT SUBMISSION

BE SURE TO INCLUDE THE CATEGORY OF YOUR SUBMISSION, i.e., Professional, graduate, or undergraduate

Some general important tips to remember:

- Left and right margins of 1 inch; top and bottom margins of 1 inch
- Use a 10-point proportional-spaced font, *e.g.*, Times/Times New Roman (This is 10-point Times New Roman).
- Text files should be sent as a Microsoft Word document (.doc) or RICH TEXT FORMAT (.rtf) file.
- Include graphs and figures as separate files (jpg or TIFF preferred)
- Forward a hard copy by post for review and editorial purposes.

Communications can also be sent as an attached file by e-mail in uuencoded or mime format. In the body of the e-mail message, give me the information on word processing format used and, if needed, the format of any other attachments (*i.e.*, graphs, figures). Exact hard copies are still needed, however, for myself and the reviewers.

Another reason for a hard copy is so I can insure proper layout of the electronic version.

With this set-up, we will have a printed copy of the *Proceedings* and we will also have the ability to produce an Adobe PDF document that would be a searchable electronic copy of the *Proceedings* that would be available (at essentially no cost to the Academy) to all members.

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RULES for PREPARATION of COMMUNICATIONS - DETAILS

1. *Submission.* Papers presented at the Annual Meeting of the ACADEMY will be represented by **single** page (8.5 x 11.0 inch) communications in the *PROCEEDINGS*. At least one author must be a member in good standing of the Academy. This includes A. Rodger Denison student research competition papers. Exceptions are made in the case of participation in Academy Symposia.
2. **Only communications intended for presentation at the Annual Meeting will be considered for publication.** They must present **original research** in a concise form. Quantitative data should be presented with statistical analysis (means with standard errors). The communication should include the purpose of the research, the methodology, results, and conclusions. *Papers which merely summarize conclusions or ideas without supporting data are discouraged and will not normally be accepted.*
3. Communications will be formatted to fit on a single 8.5 x 11.0 inch page the Proceedings. **Authors can choose to submit electronic documents (on CD)** along with the hard copy. Label your compact disc with title of manuscript and authors. Identify the word processing program and version used. Microsoft Word is preferred, but attempts to convert from other formats will be made.

4. The authors' permission for the North Dakota Academy of Science to publish is implied by a submission. **The ACADEMY does not restrict the right of authors to include data presented in NDAS Communications as part of longer full papers submitted at a later date to other publishers.**
5. *Manuscript.* As stated, communications must be submitted on a single 8.5 x 11.0 inch page of white bond paper. All margins should be set at 1 inch. Suggested font and font size for *Communications* are Times/Times New Roman and 10 or 11 point, respectively. If special fonts are needed - please contact me before submission of the communication. **Use single spacing and begin paragraphs with a tab indentation of 1/4 inch.**
6. Text, tables, figures and diagrams must be within the designated margins of the single 8.5 x 11.0 inch page. **Because of occasional improper conversions between word processor formats, a separate file(s) containing the graph(s) or figure(s) should be included.** Figures and graphs should be saved as JPEG, (jpg) files. Submission of your version of the hard copy will facilitate us getting the final look they way you intended.
7. *Heading:* The title of the communication, typed in capitalized characters, will be centered as the first line(s). Titles should not exceed 140 characters in length. The names of the author(s) will be centered under the title of the communication. Full first names are encouraged; however, author(s) are free to follow guidelines familiar to their disciplines. Indicate the author presenting the communication by an asterisk * **after** that person's name. Affiliation(s) of the author(s) should be listed on the line immediately following that listing the author's names. Typical entries might be:

Department of Chemistry, North Dakota State University, Fargo, ND 58105
Energy and Environmental Research Center, University of North Dakota, Grand Forks, ND 58202
USDA/ARS, Human Nutrition Research Center, Grand Forks, ND 58202
North Dakota Geological Survey, 600 East Boulevard, Bismarck, ND 58505.
8. *References:* Only essential references should be cited, and each should be indicated in the text by a number enclosed in parentheses; this number should be on the same line as the rest of the text (*e.g.*, "This topic has been discussed by Smith (1, 3)"). Note that a space is left between words and the parenthetical citation and that there is a space between numbers in multiple citations. References are to be assembled, arranged numerically in order of first appearance in the text, and placed at the end of the communication. The following form of citation should be used. Note that periods after abbreviations for Journal titles and spaces between initials for authors' names have been omitted to conserve space.

 - 1) Neary D, Thurston H, and Pohl JEF. (1973) Proc. N.D. Acad. Sci., 40, 83.
 - 2) Batsone GW, Blair AW and Slater J-M (1971) A Handbook of Pre-Natal Pediatrics, Lancaster, UK: Medical and Technical Publishing, pp. 83-90.
 - 3) Farah AE and Moe GK (1970) *in*, Pharmacological Basis of Therapeutics, 4th edition (Goodman LS and Gilman A eds.), New York: MacMillan, pp. 677-709.
 - 4) Rajewsky MF (1973) Abstr 2nd Meeting European Association of Cancer Research, Heidelberg, Oct 2-5, pp 164-165.
9. *Abbreviations:* Only standard abbreviations should be used, and should be written out the first time used, with the abbreviation following in parentheses. The North Dakota Academy of Science (NDAS) for example.
10. *Session Assignment:* To assist the Program Committee in organizing the presentations, please indicate in a cover letter some general topical classifications for assigning your paper presentation.